



JOB PROFILE		
JOB TITLE: Project Engineer Graduate	DEPARTMENT: Production Engineering	REPORTING TO: Project Engineering Manager
MAIN PURPOSE OF JOB: <p>The project engineer graduate is responsible but not accountable for coordinating all activities post purchase order and ensuring that the customer's requirements are met.</p> <p>While working on a project, the project engineer graduate is responsible for ensuring that the required equipment, process, resource and training is available to support production.</p> <p>The project engineer graduate is to support the project engineering team in leading and supporting all technical requirements of the order.</p>		
MAIN RESPONSIBILITIES & KEY TASKS: <ul style="list-style-type: none">• Responsible for driving the successful completion of projects.• Facilitate quality meetings to support all stages of the production process.• Basic understanding of the product in manufacturer.• Providing low level technical support to internal customers.• Evaluating, understanding and translating all technical requirements flowed down by the customer order.• Planning, scheduling and monitoring progress through use of regular meetings.• Running of Project tools to support the business requirements (action trackers, timelines, risk registers etc)• Forecasting resource demands both equipment and personnel.• Managing team performance, process specialists and personnel development.• Designing and implementing production processes relevant to the project, with the support of the Manufacturing Systems Engineering and Product Quality Engineering teams• Managing risk.• Leading continuous improvement initiative and root cause analysis.• Technical reporting.		
Health and Safety <ul style="list-style-type: none">• Ensure that all health and safety requirements are followed in line with company policy and procedures.		
Training, Learning and Development <ul style="list-style-type: none">• Take responsibility for own training, learning and development activities.• Overview of production to gain a basic knowledge of processes and procedures.		



REPORTING/SUPERVISORY STRUCTURE: <ul style="list-style-type: none">• Reports directly to the engineering project leader.• Mentoring and/or leading project teams.	
QUALIFICATIONS: <ul style="list-style-type: none">• Degree qualified in relevant engineering discipline or equivalent education or experience.	
KNOWLEDGE AND SKILLS: <ul style="list-style-type: none">• Excellent personal skills• Excellent computer skills – Microsoft Suite including Project and Visio.• Working knowledge of lean manufacturing, six sigma, kaizen and root cause analysis• Working knowledge of project management techniques• Excellent time management and task delegation skills.	
EXPERIENCE: <ul style="list-style-type: none">• Basic knowledge of project management• Basic knowledge of electronics	
SPECIAL FEATURES: any “out of norm” features of the job” <ul style="list-style-type: none">• None	
JOB HOLDER: Signature & Date:	MANAGER: Signature & Date:

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.